

DIVISION MINIMUM GUIDELINES FOR THE TDN JACKPOT KIOSK

Note: Please adapt the below verbiage where necessary to match your specific system, job descriptions, and your Internal Control Sections.

Keys

1. The Cashier key to the Jackpot Kiosk is maintained in the Main Bank dual-lock key box and may be signed out only by a Cashier.
2. The Cashier key to the Jackpot Kiosk cassettes and the key to the Kiosk paperwork box are maintained in the cashiering key box accessible only to a Cashier Supervisor. The keys are issued as needed through completion of a key control log. The Customer Safety key to the Jackpot Kiosk is maintained on a shift key ring signed out each shift by a designated officer.
3. Once prepared, the Jackpot Kiosk cassettes are stored in a locked drawer in the Main Bank. The key to the drawer is maintained in the Main Bank dual-lock key box and may be signed out only by a Cashier.
4. The Printer key is controlled and accessed by IT Department personnel only.
5. The key for the locked cart, which is used to transport the cassettes, is controlled by the Cashier Supervisor and issued in accordance with existing key control procedures utilized for cashier window keys.
6. The Attendant payout key is controlled by the Slot Attendant and issued in accordance with existing key control procedures utilized for slot machine keys.

Pouch Pay Jackpots

7. After completing a pouch paid jackpot, the Slot Attendant replenishes the pouch at the earliest opportunity. The replenishment may occur at the Cashier Cage or at the Jackpot Kiosk. Only jackpots under \$1,200 may be processed by the Jackpot Kiosk. The Jackpot Kiosk will not be used for manual jackpots or overrides.
8. The Jackpot Kiosk includes a computer, designated printer and automated dispensing unit. If SDS is not operational and/or automated jackpot slips cannot be generated through the Jackpot Kiosk, jackpot payouts must be processed at the Cashier Cage. Each Jackpot Kiosk will have a fixed camera being individually recorded and a PTZ camera able to view the machine and transactions that take

place at the machine. When the Jackpot Kiosk is opened, the event is recorded individually, not on a multiplex setup.

9. The Slot Attendant who paid out the jackpot causes a two-part computer-generated Jackpot Slip to print at the Jackpot Kiosk. The secured copy of the Jackpot Slip is maintained within the SDS.
 - a. The paper utilized at the Jackpot Kiosks is a different color from the paper utilized at the Cashier Cages. The printers are secured to prevent access to the paper except by Information Technology personnel. Also, jackpots printed on the paper utilized at the Jackpot Kiosks may not be reimbursed at the Cashier Cage.
10. The following information is included on the slip:
 - a. Date and time;
 - b. Slot machine number;
 - c. Location of slot machine;
 - d. Slot machine denomination;
 - e. Jackpot amount (in alpha and numeric)
 - f. Game outcome (including reel symbols, card values and suits, short pay, etc.);
 - g. Number of coins/tokens played and line number;
 - h. Signatures of at least two employees verifying and witnessing the jackpot payout unless the payout was a pouch pay jackpot, in which case the witness's signature is recorded on the Jackpot/Hopper Fill Request Form;
 - i. Signature of the Cashier balancing the Jackpot Kiosk transactions and the Kiosk location where the funds were dispensed; and
 - j. Concurrently printed sequential numbers generated by the SDS Slot Accounting System.
11. If processed at the Jackpot Kiosk, the Slot Attendant enters a command into the Jackpot Kiosk causing the appropriate amount of funds matching the jackpot slip to be dispensed from the Jackpot Kiosk. If the Jackpot Kiosk does not have enough funds to dispense, an error message will be noted in the Jackpot Kiosk journal. A Slot Supervisor will be notified to verify the error message, and the jackpot slip will be voided.
12. The Slot Attendant verifies the information on the Jackpot Slip and signs both copies.
13. If processed by the Jackpot Kiosk, the original slip and Jackpot/Hopper Fill Request Form are attached and deposited in the Kiosk paperwork drop box accessible only the cashiering personnel. The duplicate slip is deposited in the Accounting Records Box by the Slot Attendant.

14. If the jackpot slip prints from SDS, but the Jackpot Kiosk does not dispense any funds, the Slot Attendant notifies a Slot Supervisor. The Slot Supervisor reviews the Jackpot Kiosk transaction log to confirm no funds were dispensed. Once confirmed, the Slot Supervisor voids the jackpot slip in accordance with the procedures described below. The jackpot slip is printed at a non-TDN terminal as a manual jackpot and redeemed at a Cashiering location.
15. If a Jackpot Slip must be voided, all copies are marked "Void" and accompanied by the signatures of the Cashier and Slot Supervisor or Cashier Supervisor. The slip is time and date stamped and the reason for the void is recorded on the slip. All voided Jackpot Slips are daily forwarded to Income Control for accountability and retention. If funds were dispensed by the Jackpot Kiosk and then the slip had to be voided, a Slot Supervisor is notified. The slip and funds are brought to the cashier cage. The funds are verified by the Cashier and Slot Supervisor. Then the slip is voided and signed as noted above. The slip and funds are placed in a sealed envelope containing the slip number, Jackpot Kiosk location, date, time, and signature of Slot Attendant, Cashier and Slot Supervisor. The Slot Supervisor deposits the sealed envelope in the Kiosk paperwork drop box to be retrieved by cashiering personnel during the next balancing process. (See below section related to the Jackpot Kiosk balancing process).
16. If the Jackpot Kiosk unit is entered for any reason besides the daily refilling of the cassettes, such as jams or malfunctions, an entry is recorded on a log. The log will include the date, time, reason for entry, action taken to correct error, and signatures of personnel involved. The log is maintained on the side of the machine in a locked area. Slot attendants have the key to this area.

Balancing the Jackpot Kiosk

17. The Jackpot Kiosks are maintained on an impress basis. The cassettes are permanently labeled with the kiosk number and denomination. Each cassette is filled with a predetermined amount. The cassettes are filled by two cashiers or a cashier and cashier supervisor. This process occurs within the Main Bank, which is under Surveillance camera coverage. A transfer form is completed once the cassettes are filled including the cassette numbers, the amount filled, and the signatures of both cashiers involved. One part of the transfer form is maintained in the Main Bank.
18. At designated intervals at least at the end of the gaming day or as necessary throughout the day, the Jackpot Kiosk unit is refilled to the impress amount and balanced by cashiering.
19. When the Jackpot Kiosk needs to be refilled, Customer Safety is notified. The Cashier signs the Jackpot Kiosk key out of the dual lock key box. The full Jackpot Kiosk cassettes are placed in a locked cart with one copy of the transfer

form. After notifying Surveillance, Customer Safety escorts the Cashier with the locked cart to the appropriate Jackpot Kiosk.

20. The outer door of the Jackpot Kiosk has two separate, individually keyed locks. One key is maintained by Cashiering and one key is maintained by Customer Safety. Surveillance is notified when the Jackpot Kiosk is opened and logs the event.
21. The Cashier removes the cassettes from the Jackpot Kiosk and replaces them with the full cassettes from the Main Bank. The unit is locked up again using both keys. The amount loaded is recorded in the Jackpot Kiosk system. A report displaying how much was previously loaded in the Jackpot Kiosk, how much was dispensed and how much should be remaining is printed in the Main Bank.
22. The contents of the Kiosk paperwork box as well as the used cassettes are transported back to the Main Bank with a Customer Safety escort after notifying Surveillance.
23. In the Main Bank, the Cashier signs out the key to open the cassettes, opens the cassettes and counts the contents. The Cashier also counts all the jackpot slips and any funds located in the Kiosk paperwork box. All counts are recorded on a balancing sheet. The currency will also be verified by the Main Bank Cashier, prior to adding the funds to their inventory.
24. The Cashier Supervisor obtains the report from the printer in the Main Bank and balances the amount remaining to the amount counted by the Cashier(s) and the amount dispensed to the jackpot slips. Upon agreement, the Cashier signs the TDN Jackpot Form indicating the funds were released from the Jackpot Kiosk and the jackpot slips balanced. Any variances are reported to the Cashier Shift Manager, Slot Shift Manager and Customer Safety Shift Manager.

Income Control

25. SDS reports, including Jackpot Slip Reports, are reviewed daily for propriety of transactions and unusual occurrences. The total of the jackpot slips received is balanced to the total amount distributed by the Jackpot Kiosk. If a variance of \$100 or more exists, the variance is investigated by individually matching the SDS jackpot slips to the Jackpot Kiosk report. Jackpot Kiosk balancing reports are also reviewed to detect any unusual occurrences. The TDN Jackpot Form is filed with the related SDS jackpot slips.